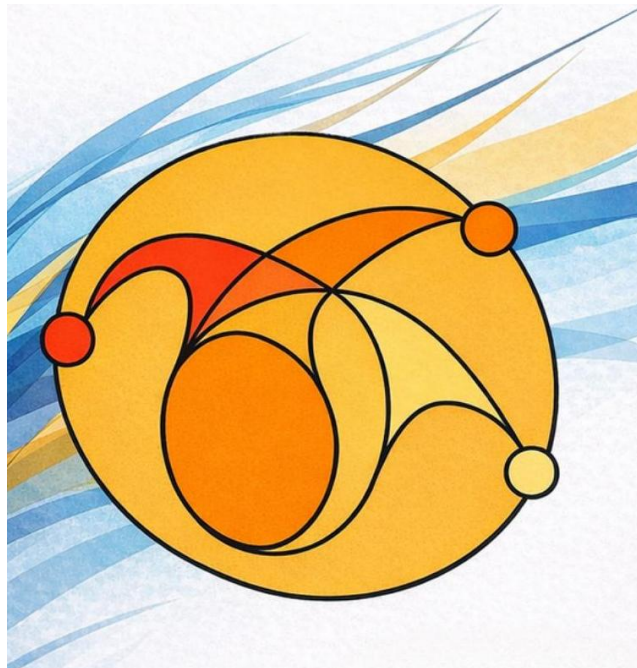


THE
PROVOCATIVE CHANGE
WORKS
HEALTH AND SAFETY POLICY





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Health and Safety Policy

THE ASSOCIATION FOR PCW PRACTITIONERS

Agreed: 01.01.2026

Review Date: 01.01.2027

Statement of the Association for PCW Practitioners

This policy is directed to Members, Collaborators, and Associates of the Association for PCW Practitioners who are responsible for their own health and safety arrangements whilst working, either in their own home or in contracted premises.

Whilst this policy is based on UK legislation, it should be applicable and adapted to international situations as relevant.

Whilst it is expected that PCW Members, Associates, and Collaborators will be self-employed rather than employed, health and safety considerations still apply to their working environment.

Reading and applying the health and safety guidance below to the working environment should help ensure that all concerned pay attention to their own occupational needs and know where to access information to fulfil their duty of care towards themselves, whether they work from home or from contracted premises.

Should a practitioner work from a building other than their own home, they may wish to discuss with the building management the issues raised below, to ensure they have appropriate information and training to work safely from that premises.



It is important that practitioners work from a building that is fit for purpose, with safe policies and procedures, functioning equipment, and alongside appropriately trained colleagues where applicable.

Please note: Throughout this policy, the term "Practitioner/Organisation" refers to the individual PCW Practitioner, Associate, or Collaborator.

For information about health and safety contact the HSE Infoline: Tel: 0845 345 0055 | Email: hse.infoline@natbrit.com | HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

In addition to specific occupational factors, all practitioners must ensure they are fit to work and should have a registered GP whom they attend appropriately. In the event a practitioner is unfit to work due to ill health, they should have a procedure in place for taking absence and informing any clients affected in an appropriate manner.

Please note: This is a comprehensive policy. Some sections will not be relevant to every practitioner. Please use only the sections applicable to your working situation.



Part One: General Statement of Policy, Duties and Responsibilities

1.1 Policy Statement

The PCW Practitioner recognises and accepts their individual health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for themselves, any volunteers, and visitors to their premises, under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, and other relevant legislation and common law duties of care.

It is the policy of the Association for PCW Practitioners to promote the health and safety of everyone whilst working or attending events, and to encourage its Members, Associates, and Collaborators to be aware of health and safety issues and take all reasonable steps to promote health and safety in their own working environment.

All those to whom this applies should:

- ☐ Take all reasonably practicable steps to safeguard the health, safety, and welfare of all concerned.
- ☐ Provide adequate working conditions with proper facilities to safeguard health and safety and ensure that work undertaken produces no unnecessary risk.
- ☐ Encourage co-operation in all safety matters, including the identification and reporting of hazards.
- ☐ Ensure the provision and maintenance of equipment and systems of work that are safe.
- ☐ Maintain safe arrangements for the use, handling, storage, and transport of articles and substances.
- ☐ Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- ☐ Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons arising from activities undertaken.



- ☐ Make suitable and sufficient assessment of the risks to the health and safety of all persons arising from activities undertaken.
- ☐ Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen.

1.2 Statutory Duty of the Practitioner/Organisation

The Practitioner/Organisation will comply with their duty to ensure, as far as is reasonably practicable, the health, safety, and welfare of all those who work with or visit them, and in general to:

- ☐ Make workplaces safe and without risks to health.
- ☐ Ensure equipment is safe and that safe systems of work are set and followed.
- ☐ Ensure articles and substances are moved, stored, and used safely.
- ☐ Give volunteers and co-workers the information, instruction, training, and supervision necessary for their health and safety.

In particular, the Practitioner/Organisation will:

- ☐ Assess the risks to health and safety of all those involved in their work.
- ☐ Make arrangements for implementing the health and safety measures identified as necessary by this assessment.
- ☐ Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- ☐ Draw up a health and safety policy statement and bring it to the attention of relevant parties.
- ☐ Set up emergency procedures.
- ☐ Provide adequate first aid facilities.
- ☐ Make sure that the workplace satisfies health, safety, and welfare requirements, e.g. for ventilation, temperature, lighting, and for sanitary, washing, and rest facilities.
- ☐ Make sure that work equipment is suitable for its intended use and that it is properly maintained and used.
- ☐ Prevent or adequately control exposure to substances that may damage health.
- ☐ Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation.



- ☐ Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- ☐ Provide free any protective clothing or equipment where risks are not adequately controlled by other means.
- ☐ Ensure that appropriate safety signs are provided and maintained.
- ☐ Report certain injuries, diseases, and dangerous occurrences to the appropriate health and safety enforcing authority.

1.3 Statutory Duty of Workers

All workers and volunteers are requested to observe the following statutory duties:

- ☐ Take reasonable care for their own health and safety, and that of other persons who may be affected by their actions or omissions.
- ☐ Co-operate with health and safety requirements.
- ☐ Use work items provided correctly, including personal protective equipment, in accordance with training or instructions.
- ☐ Not interfere with or misuse anything provided for health, safety, and welfare purposes.
- ☐ Report at the earliest opportunity injuries, accidents, or dangerous occurrences at work, including those involving the public.

1.4 Policy for Visitors and Contractors

Where practitioners work from contracted premises, on arrival all visitors should be directed to the appropriate representative or duty officer. All visitors, including contractors and their workers, should sign a record of their arrival and departure. Contractors working in the building should report any concerns relating to their safety or suspected unsafe working practices to the appropriate duty representative.



Part Two: Organisation of Health and Safety

2.1 Health and Safety Oversight

Where a practitioner works within an organisation or manages a shared space, a Health and Safety Sub-committee or designated person should be appointed to:

- ☐ Maintain a broad overview of health and safety matters.
- ☐ Keep health and safety policies and procedures under review.
- ☐ Conduct safety inspections of the premises.
- ☐ Ensure risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations).
- ☐ Take such action as may be required to ensure health and safety responsibilities are fulfilled.

Safety inspections of the premises should be carried out at least every six months. All necessary actions arising from the inspection should, where reasonable and practicable, be implemented promptly.

2.2 Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules.

Accident Records

Any injury suffered by a worker or visitor, however slight, must be recorded along with such particulars as are required by statutory regulations. Records should be stored securely.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the applicable directions in relation to fire.



Equipment and Appliances

No equipment or appliance may be used other than as provided or specifically authorised, and any directions for use must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture, and structures must be reported without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner.

Display Screen Equipment

Practitioners who habitually use display screen equipment for a significant part of their work should take a five-minute break at least once an hour. If they experience vision defects or discomfort they believe may be related to use of such equipment, they are advised to seek an appropriate eye test.

Alcohol, Drugs, and Tobacco

Smoking within working premises and the use of drugs (except under medical supervision) are prohibited at all times. Practitioners must not work with clients if under the influence of alcohol or drugs (except under medical supervision).



Part Three: Arrangements and Procedures

The responsible person designated for health and safety in the working environment is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health, and welfare are properly assigned at all levels. Their contact details should be displayed or made readily available, as relevant.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

The current First Aider(s) and the location of First Aid boxes should be clearly displayed in the working premises. All practitioners should know how to access first aid in their working environment.

3.1.2 Accidents

- ☐ In the event of an injury or illness, call for assistance or ring for an ambulance directly by dialling 999 and asking for "ambulance".
- ☐ All accidents must be reported to the designated health and safety contact immediately or as soon as practicable.
- ☐ All accidents must be recorded on an accident form. The procedures for notifiable accidents (see Appendix A) must be followed.
- ☐ The responsible person will investigate incidents and accidents, writing a report and considering actions to prevent recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- ☐ All workers must know the fire procedures, position of fire appliances, and escape routes.



- ☐ Fire alarm points, fire exits, and emergency lighting systems should be tested regularly and entries made in a log.
- ☐ Fire drills should be carried out at least once every three months and logged accordingly.

3.2.2 In the Event of Fire

- ☐ Persons discovering a fire should sound the nearest alarm.
- ☐ The first duty of all workers is to evacuate all people from the building by the nearest exit immediately.
- ☐ All persons must leave the building and, where possible without personal risk, leave all doors and windows closed.
- ☐ The assembly point for the building should be clearly identified and communicated to all users, as relevant.
- ☐ No one should leave the assembly point without permission from a responsible member.
- ☐ If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for "Fire".

3.2.3 Bomb Warnings

- ☐ If you receive a warning, try to find out the approximate location, likely time of detonation, and whether the police have been notified.
- ☐ Record exactly what is said and notify the police immediately on 999.
- ☐ Do not sound the fire alarm but evacuate the building taking into account any information from the warning.

3.2.4 Cleaning Materials, Equipment, and High-Risk Areas

- ☐ All portable machinery must be switched off and unplugged when not in use.
- ☐ Trailing cables are a hazard; use them with caution.
- ☐ Slippery floors are dangerous; use warning signs.
- ☐ Use protective clothing and equipment as instructed. Report any loss of or defect in protective clothing or equipment.



3.2.5 General

- ☐ All thoroughfares, exits, and gates must be kept clear at all times.
- ☐ Corridors and fire exits must not be blocked by furniture or equipment.
- ☐ Hazards or suspected hazards should be reported to the responsible person immediately so that action can be taken.



Part Four: Appendices

Appendix A — Accident Reporting

1. All accidents which occur during work must be recorded.

2. Accidents to Workers: For ALL accidents, complete an Accident Form and give to the designated Health and Safety contact. For accidents reportable to the Health and Safety Executive (HSE):

- ☐ If an accident results in incapacity for work for more than 3 calendar days, complete the online form F2508.
- ☐ If an accident results in fatality, fracture, amputation, or other specified injury, immediately notify: HSE Infoline Tel: 0845 345 0055 | Email: hse.infoline@natbrit.com. Follow up within seven days with a completed online form F2508.

3. Accidents to Members of the Public: For ALL accidents, complete an Accident Form. For accidents resulting in fatality, fracture, amputation, or other specified injury, immediately notify the HSE Incident Contact Centre at Caerphilly Business Park, Caerphilly, CF83 3GG. Some injuries may not be fully identified until the casualty has been to hospital — follow up accordingly.

Definition of Specified Major Injuries or Conditions

- ☐ Fracture of the skull, spine, pelvis, any bone in the arm or wrist (not hand), or any bone in the leg or ankle (not foot).
- ☐ Amputation of a hand or foot, a finger, thumb or toe.
- ☐ Loss of sight of an eye; penetrating injury to the eye; or chemical or hot metal burn to an eye.
- ☐ Injury or loss of consciousness resulting from electric shock.
- ☐ Loss of consciousness resulting from lack of oxygen.



- ☐ Acute illness requiring treatment, or loss of consciousness, resulting from absorption of any substance by inhalation, ingestion, or through the skin.
- ☐ Any other injury resulting in immediate hospital admission for more than 24 hours.

IF IN DOUBT — REPORT IT

Dangerous Occurrences

In the event of collapse or overturning of machinery, explosion or collapse of a closed vessel, or electrical explosion or fire, notify immediately:

HSE Infoline Tel: 0845 345 0055 | Email: hse.infoline@natbrit.com | HSE Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

Occupational Diseases

On receipt of a written diagnosis from a doctor, report the disease using online form F2508A to hse.infoline@natbrit.com. Full details of dangerous occurrences and occupational diseases can be found in HSE RIDDOR Booklets 11 and 17.



Appendix B — Control of Substances Hazardous to Health (COSHH Regulations)

Assessment

The assessment must be a systematic review considering:

- ☐ What substances are present and in what form?
- ☐ What harmful effects are possible?
- ☐ Where and how are the substances used or handled?
- ☐ Who could be affected, to what extent, and for how long?
- ☐ How likely is it that exposure will occur?
- ☐ What precautions need to be taken to comply with COSHH Regulations?

Prevention or Control

Exposure of workers to hazardous substances must be PREVENTED or, if not reasonably practicable, ADEQUATELY CONTROLLED. This may mean:

PREVENTING exposure by:

- ☐ Removing the hazardous substance by changing the process.
- ☐ Substituting with a safe or safer substance, or using a safer form.

CONTROLLING exposure by:

- ☐ Totally or partially enclosing the process and using extraction equipment.
- ☐ Using general ventilation.
- ☐ Using safe systems of work and handling procedures.



Appendix C — Fire Prevention Checklist

1. Consultation and Planning

- ☐ Has the Fire Brigade been consulted on the number and width of escape routes?
- ☐ Is emergency lighting in place and maintained?
- ☐ Is there a suitable means of raising a fire alarm?
- ☐ Are fire extinguishers and smoke alarms of appropriate types and numbers provided?
- ☐ Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- ☐ Are escape routes and exit doors clearly sign-posted?
- ☐ Are escape routes never obstructed by chairs, stage props, curtains, or other items?

2. Fire Equipment Maintenance

- ☐ Are fire extinguishers, hose reels, and alarm systems regularly maintained by specialist firms?
- ☐ Are relevant persons trained to use fire equipment?
- ☐ Is equipment kept in its proper position and always clearly visible?

3. Close-Down Checks

At the end of each session or working day, check:

- ☐ No smouldering fires or cigarettes left burning.
- ☐ Heaters and cookers turned off.
- ☐ Televisions and other electrical apparatus turned off and unplugged.
- ☐ Lights off.
- ☐ Internal doors closed.
- ☐ Outside doors and windows closed and secured.



Appendix D — Health and Safety Inspection

1. Inspection

- ☐ A health and safety inspection of the working premises should be undertaken at least every six months.
- ☐ Matters noted as unsatisfactory should be reported and addressed.
- ☐ Where urgent action is necessary, immediate reasonable response should be taken.
- ☐ Inspection records should be preserved in a dedicated file.

2. Risk Assessment

- ☐ Risk assessments must be carried out in relation to every activity undertaken.
- ☐ Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant or new mothers.
- ☐ A risk assessment should be carried out whenever a new activity is envisaged.
- ☐ Assessments must be repeated whenever circumstances change, including changes in equipment layout, introduction of new procedures, or trends observed in accident records.



Appendix E — Display Screen Equipment (DSE) Workstation Checklist

This checklist should be used to help complete a risk assessment and comply with the Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

Workstation location: _____

User: _____

Checklist completed by: _____

Assessment checked by: _____

Further action needed: Yes / No

1. Keyboard

Is the keyboard separate from the screen? **Yes / No**

Does the keyboard tilt? **Yes / No**

Is it possible to find a comfortable keying position? **Yes / No**

Does the user have good keyboard technique (wrists not bent up, keys not struck too hard)?
Yes / No

Are the characters clear and readable? **Yes / No**

2. Mouse / Trackball

Is the device suitable for the tasks it is used for? **Yes / No**

Is the device positioned close to the user? **Yes / No**

Is there support for the device user's wrist and forearm? **Yes / No**

Does the device work smoothly at a speed that suits the user? **Yes / No**

Can the user easily adjust software settings for speed and accuracy of pointer? **Yes / No**



3. Display Screen

Are the characters clear and readable? **Yes / No**

Is the text size comfortable to read? **Yes / No**

Is the image stable (free of flicker and jitter)? **Yes / No**

Is the screen's specification suitable for its intended use? **Yes / No**

Are the brightness and/or contrast adjustable? **Yes / No**

Does the screen swivel and tilt? **Yes / No**

Is the screen free from glare and reflections? **Yes / No**

Are adjustable window coverings provided and in adequate condition? **Yes / No**

4. Software

Is the software suitable for the task? **Yes / No**

Has the user received appropriate training in using the software? **Yes / No**

5. Furniture

Is the work surface large enough for all necessary equipment and papers? **Yes / No**

Can the user comfortably reach all equipment and papers they need to use? **Yes / No**

Are surfaces free from glare and reflection? **Yes / No**

Is the chair stable, and does it have working height and tilt adjustments? **Yes / No**

Is the chair adjusted correctly? **Yes / No**

Is the small of the back supported by the chair's backrest? **Yes / No**

Are forearms horizontal and eyes at roughly the same height as the top of the DSE? **Yes / No**

Are feet flat on the floor without too much pressure from the seat on the backs of the legs? **Yes / No**



6. Environment

Is there enough room to change position and vary movement? **Yes / No**

Is the lighting suitable (not too bright or too dim to work comfortably)? **Yes / No**

Does the air feel comfortable? **Yes / No**

Are levels of heat comfortable? **Yes / No**

Are levels of noise comfortable? **Yes / No**

7. Final Questions

- ☐ Has the checklist covered all the problems the user may have working with their DSE?
- ☐ Has the user experienced any discomfort or other symptoms they attribute to working with their DSE?
- ☐ Has the user been advised of their entitlement to an eye and eyesight test?
- ☐ Does the user take regular breaks away from DSE?

Notes on problems identified: _____

Approved by the PCW Association Board

Signed: _____

Date: _____